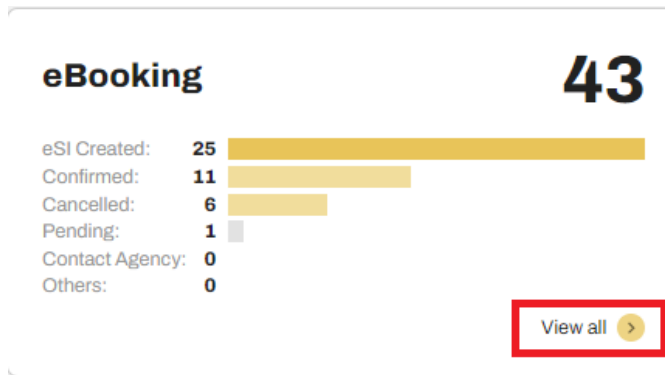



MyMSC SI Submission

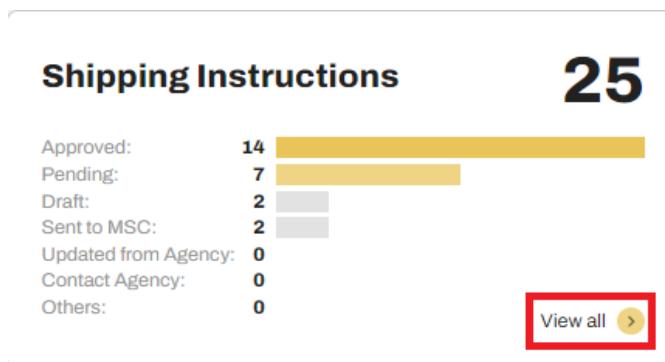
- To create shipping instructions on myMSC, first navigate to the eBooking section of myMSC
From the dashboard, click View all:



- Navigate to your eBooking number. If the status is confirmed, the option to create shipping instructions will be available as a yellow button on the right side of the eBooking:

| | | | | | | | | |
|-------------|-------------|-------------|----------------------------|------------------------|---------------------|------|-------------------|---|
| EBKG0719460 | 09 Dec 2023 | ✓ Confirmed | NEW ORLEANS, United States | BUENAVENTURA, Colombia | PORTO KAGIO 348W | 20DV | MSC UNITED STATES |  |
|-------------|-------------|-------------|----------------------------|------------------------|---------------------|------|-------------------|---|

- This will create a shipping instructions draft which can be accessed through the Shipping Instructions section of myMSC accessible by clicking View all within the dashboard:



MyMSC SI Submission

- Within the shipping instruction section, click the pencil icon next to your draft to open the shipping instructions for that draft to edit, save or submit to our agency:



Draft

04 Dec 2023

04 Dec 2023

MSC UNITED STATES



- In the Requested Documents section, you can specify whether it will be Sea Waybill, Original or Electronic Bill of Lading (eBL) . You may also specify the print option, and the requested copies:

Note: eBL is a secure, fast and cost-effective type of Bill of Lading. To learn more please click here:

[electronic Bill of Lading \(eBL\) - Simple Digital Solutions | MSC](#)

Requested Documents

Select Document

☒ Sea Waybill ☐ Original ☐ Original eBL ⓘ

Print Option

POL

Document Type and Requested Copies

☒ Copy Unfreighted - 3 +
☐ Copy Freight - 0 +

- Clicking the pencil icon next to each entry in the Parties section will allow you to change the address and contact information for each party:

Edit Shipper



Same As:

Please Select

Manifested details

Name:

Example Company



Address:

123 Maple Street

Location:

Atlanta GA, United States

Postal code:

30349

Reference number:

12345 Example

Contact

Name:

Bob Johnson

Phone:

555-123-4567

Fax:

555-123-4567

Email:

bobjohnson@example.com

✕ Clear Data

Print on BL

Print on BL informations are mandatory.
 Empty fields will be populated with the manifested details

Mirror Manifested details

Company Name:

Example company

Maximum 1 line

85 characters left

Company Address:

123 Maple St.
 Suite 103
 Atlanta, GA 30359

Maximum 5 lines

458 characters left

Contact and Reference:

bobjohnson@example.com

Maximum 9 lines

293 characters left

Cancel

Save

MyMSC SI Submission

- The 'Same As' field can be used to copy information from a previous section to a new section. If two or more parties are the same company and contact, this feature may save you time with data entry
- Manifested Details (found on the left side) uses MSC's logic for formatting BLs. Should you wish to format the BL yourself, the Mirror Manifested Details button (found on the right side) can be used to pull all manifested information so that you can enter exactly how you'd like the BL to read in our Print on BL section
- When you have made changes, click the Save button within the edit party screen to save changes

Note: Should you need to add another party , such as a 2nd notify, you may click the 'Add New Party' button at this stage.



- Routing Instructions and adjusting print on BL for locations can be added in free text fields below the Parties section
- To add the ITN, click the 'Add New Reference Number' button and select Transaction Reference number
- You may also add clauses by clicking 'Add New Clause'

Additional Reference Number (This information will not be shown on the draft BL)

Transaction reference number

Add New Reference Number ▼

Customer Clauses

Clause #1

Add New Clause

- To add remarks or specify information you need an agent to know you may add this in the Additional Comments section
- This free text field will not be shown on the Draft BL, but will be read by the agent processing your request:

Additional Comments (This information will not be shown on the draft BL)

Please add comments here

MyMSC SI Submission

- Container information can be edited in the Container and Cargo Section
- The ellipses menu found at the right of each container can be used to add or edit the cargo for that container, specify package type and weight and add seal information and verify the container.
- If you have multiple containers, you may use the Mass Upload tool found above the edit ellipses menu to specify information for multiple containers simultaneously

Containers and Cargo

Hazardous Documentation

| Container No. ▼ | Container Type ▼ | Seal Numbers | Harmonized code ▼ | Total Gross Cargo Weight | Tare weight | Hazardous ▼ | |
|-------------------------------|-----------------------------|--------------|-------------------|--------------------------|-------------|-------------|-------------|
| Container No.: TGBU3194986 | Container Type: 20' DRY VAN | | | | | No | <div></div> |

Container Number:

TGBU3194986

Container verified!

Verify

Note: If your container count or equipment types have changed since creating the shipping instructions draft, or if you need to add additional containers, please delete the draft you're using and re-create it using an updated booking confirmation.

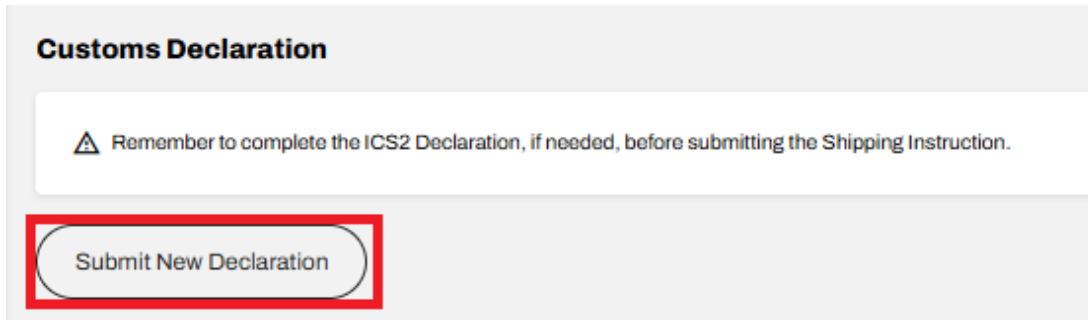
Save

- At the top of the dashboard additional features can be utilized
- Draft Previews can be accessed with the Eye icon once a draft has been returned after a user has submitted instructions to our agency
- The Star icon can be used to load templates for shipping instructions that have been made
- The Share icon will allow the user to send the draft to different email addresses who can manage them on their behalf
- The Book icon will open a changelog of all events that have been recorded, as well as offer views of the shipping instructions as it appeared at that time, including timestamps
- The X and Save button can be used to cancel changes, or save all changes made during your session


MyMSC SI Submission

ICS2 Information

- ICS2 Declarations can be submitted within the Shipping Instructions on myMSC for qualifying shipments for Goods delivered in EU, Norway, Northern Ireland or Switzerland
- Click Submit New Declaration if your shipment requires ICS2 Declaration



Customs Declaration

 Remember to complete the ICS2 Declaration, if needed, before submitting the Shipping Instruction.










[Submit New Declaration](#)

- You will be prompted to declare the ICS2 yourself by providing a declarant EORI number, or to declare through MSC which will present you a form to complete with the pertinent information
- Once you've completed the declaration, you will be returned to the shipping instructions draft and the Customs Declaration section will reflect that the ICS2 has been filed successfully.

MyMSC SI Submission

- When a draft is completed and ready to send to our agency, click the Save button followed by the Submit button found in the bottom right corner of the shipping instructions draft
- This will change the status of the draft from 'Draft' to 'Sent to Agency'.



| | | | | | |
|---|---------------------------------|-------------|-------------|-------------------|---|
|  | Draft | 04 Dec 2023 | 04 Dec 2023 | MSC UNITED STATES |  |
|  | Draft Pending Customer Approval | 01 Dec 2023 | 01 Dec 2023 | MSC HUNGARY |    |
|  | Customer Approved | 28 Nov 2023 | 30 Nov 2023 | MSC HUNGARY |   |

- You may monitor the status of each booking within shipping instructions in the View All menu
- After the Shipping Instructions you've sent to agency has been processed, the status will change to Draft Pending Customer Approval. Here ,you can either make further revisions by clicking the pencil button or approve the Draft
- To approve, click the yellow button that displays after a draft Bill of Lading has been provided by our agency
- The Printer Icon can be used to generate a Preview Draft, which can be saved as a PDF file

Note: No further amendments can be made once you click the Approve button through myMSC